

CHECKLIST OF ITEMS TO BE SUBMITTED TO EPA REGION 7

FORM NAME

- ☐ **Application for Federal Assistance (SF-424 & 424A), with original signatures**
- ☐ **Effective 10/01/03, each applicant (individuals excluded) must provide a DUNS number on their application.** (Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. The website where an organization can obtain a DUNS number is: <http://www.dnb.com>. (This takes 30 business days and there is no cost unless the organization requests expedited (1-day) processing, which includes a fee of \$40.)
- ☐ **Assurances - Non-Construction Programs (SF-424B)**
- ☐ **Key Contacts List**
- ☐ **Narrative Budget (Explain what is included in your Budget Categories)**
- ☐ **Narrative workplan demonstrating anticipated environmental results and how they will be measured**
- ☐ **Biographical Sketch of the Project Manager (for other than State grants)**
- ☐ **Certification Regarding Debarment & Suspension**
- ☐ **Preaward Compliance Review Report**
- ☐ **Quality Assurance Requirement Form**
- ☐ **Certification Regarding Lobbying** *(If you are requesting \$100,000 or more in federal funds.)*
- ☐ **Copy of Negotiated Indirect Cost Agreement - If you are requesting Indirect Costs you must:**

State & Indian Tribal Governments, Universities & Non-Profit Organizations: Submit a copy of your current Negotiated Indirect Cost Agreement.

Local Governments: Retain a copy of your current Cost Allocation Plan with the grant financial records. You may be asked to furnish the EPA with a copy upon request.
- ☐ **State Clearinghouse or Local Planning Agency Approval Notification, when applicable**
- ☐ **Non-Profit Organizations ONLY - Certification regarding Internal Revenue Code of 1986**
- ☐ **Superfund Applicants ONLY - Procurement Certification**
- ☐ **Method of Payment Form**